

COVID-19 Guidance**1.3.9****PURPOSE**

The Centers for Disease Control and Prevention (CDC) and State/County Public Health Departments continue to monitor an epidemic of respiratory illness (COVID-19) caused by a coronavirus (SARS-CoV-2). All individuals and entities must continue to comply with the orders of the Santa Clara County Public Health Officer, any mandatory guidance issued by the California Department of Public Health, and mandatory orders of the Governor or a State agency (such as Cal/OSHA), or any other mandatory provisions of State law.

The purpose of this document is to consolidate information relevant to COVID-19 and to provide guidance to City employees.

It is recognized that this is an evolving situation and this guidance will be updated as needed.

SCOPE OF APPLICATION

This guidance is applicable to all City employees.

AUTHORITIES AND RELEVANT POLICIES

- California Government Code, Title 1, Division 4, Chapter 8, Sections 3100 et seq.: https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=4.&title=1.&part=&chapter=8.&article=
- San Jose Municipal Code, Chapter 8.08 Office of Emergency Services
- Santa Clara County Public Health Office: <https://www.sccgov.org/sites/phd/Pages/phd.aspx>
- Disaster Service Workers Policy: <https://www.sanjoseca.gov/home/showdocument?id=17859>
- Discrimination and Harassment Policy: <https://www.sanjoseca.gov/home/showdocument?id=17863>
- Code of Ethics: <https://www.sanjoseca.gov/home/showdocument?id=17849>
- Flexible Workplace Policy: <https://www.sanjoseca.gov/home/showdocument?id=17901>

GUIDELINES**1. County of Santa Clara Health Order**

The County of Santa Clara Public Health Department continues to issue updated [Health Orders](#) regarding the most effective tools and measures in preventing COVID-19 and its harms.

2. Employees Returning to Work

As we transition out of COVID-19, the City's top priorities are to provide City services while allowing for ongoing flexibility with our workforce, where appropriate.

Beginning in summer 2021, the City resumed onsite work for those not already working at City facilities. A hybrid telecommuting environment is continuing where practicable and approved. For guidelines regarding a hybrid work environment, please refer to the City's [Flexible Workplace Policy](#).

COVID-19 Guidance**1.3.9****3. Employees Who Develop Symptoms Consistent with COVID-19**

Employees who develop [symptoms](#) consistent with COVID-19 shall not report to work and shall follow the appropriate call-in procedures established within their respective workgroups. Employees who are symptomatic should use their available sick leave, and then other available leaves thereafter if sick leave is exhausted.

Employees who report for work and are symptomatic during the course of their work shift will be asked to go home and use sick leave, then other available leaves thereafter will be used.

Employees who are symptomatic will be required to comply with Santa Clara County Public Health Department [Home Isolation & Quarantine Guidelines](#) before returning to the workplace. Employees may work remotely during this time, if able. Use of Over-the-Counter (at-home) antigen tests are acceptable to end a quarantine per the [California Department of Public Health](#). Employees are required to send a photo of their at-home test which must have their name, date and time test was taken written on the test.

Please refer to the City's [COVID-19 Procedure: Clearance to Report to Work/Return to Work](#).

Departments should contact HRsafety@sanjoseca.gov for additional guidance.

4. Employees Who Have Been Exposed to COVID-19

Should an employee learn that someone they have associated with, including household members, has tested positive for COVID-19, employees shall not report to work and shall notify their departments of this information.

Employees will be required to comply with Santa Clara County Public Health Department [Home Isolation & Quarantine Guidelines](#) before returning to the workplace. Employees may work remotely during this time, if able. Use of over-the-counter (at-home) antigen tests are acceptable to end a required quarantine per the [California Department of Public Health](#). Employees are required to send a photo of their at-home test which must have their name, date and time test was taken written on the test.

Please refer to the City's [COVID-19 Procedure: Clearance to Report to Work/Return to Work](#).

Departments should in turn notify HRsafety@sanjoseca.gov for additional guidance.

5. Employees Who Test Positive for COVID-19

Should an employee test positive for COVID-19, including an at-home test, they shall not report to work, or shall leave work immediately if onsite, and shall notify their department, including providing a copy of their positive test result. At-home positive tests will require a confirmed positive by a provider. Employees working 100% remote will also be required to notify their department if they test positive for COVID-19 and provide a copy of their test results.

Employees will be required to comply with Santa Clara County Public Health Department [Home Isolation & Quarantine Guidelines](#) before returning to the workplace. Employees may work remotely during this time, if able. Use of over-the-counter (at-home) antigen tests are acceptable to end isolation per the [California Department of Public Health](#). Employees are

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required to send a photo of their at-home test which must have their name, date and time test was taken written on the test.

Please refer to the City's [COVID-19 Procedure: Clearance to Report to Work/Return to Work](#).

Departments shall in turn notify HRsafety@sanjoseca.gov for additional guidance.

6. Workplace Safety Measures for Employees Who Are in the Workplace**a) Health Screenings**

Employees are required to check-in daily prior to entering a City facility, this includes any City facility they work/visit during their workday, using a QR code or link to a self-screening survey. By checking in and entering a City facility, employees are attesting that they are not experiencing any symptoms consistent with COVID-19.

b) Mask Requirements

The requirement for all City employees to continue wearing masks while indoors or in vehicles with others will remain in place, including when sitting alone in a cubicle. Acceptable masks include a multi-layered cloth face covering, surgical mask, N95 or KN95 mask that cover the nose and mouth. Surgical, N95 or KN95 masks are recommended. Employees should continue to wear their masks even while speaking or presenting during meetings and/or Council sessions. The only exceptions are to eat or drink, or if the employee is in their own office with the door closed. While working outdoors, employees will only be required to follow relevant county and/or State guidelines regarding mask wearing.

Employees may bring their own multi-layered cloth face covering, surgical, N95, or KN95 masks for use while at work. Staff may also choose to wear a cloth face covering over a surgical mask as a method of improving fit. Other combinations of masks (e.g., multiple surgical masks or any mask in combination with an N95) are not recommended by the CDC. The only double masking combination allowed for City employees is a cloth face covering layered over a surgical mask.

Upon request, the City will provide one surgical mask per workday for all employees performing onsite duties, and will make available, for voluntary use, one N95 mask for every two onsite workdays. Masks will come with instructions on proper use, limitations and cleaning. Employees must remember to bring their City-issued mask (or their own) when reporting to work.

It is important to note that many job duties require personal protective equipment (PPE) such as an N95 mask. A surgical mask is not a replacement for an N95 mask or other PPE, and should be worn only when other PPE is not required.

For additional information, please visit: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

For additional information on proper use and limitations of N95 masks, please visit: <https://www.dir.ca.gov/dosh/wildfire/n95EngSpan.pdf>.

COVID-19 Guidance**1.3.9**c) Events and other Team Building Activities

Events and other team building activities should occur outdoors where possible to ensure employee safety. For indoor events, employees must follow any safety protocols, including wearing masks.

d) Domestic and International Travel

Individuals who are fully vaccinated (2 weeks post final dose) will not be required to quarantine upon return from travel. The CDC recommends individuals arriving or returning to California get tested 3-5 days after their return.

Individuals who are not fully vaccinated should be tested 3-5 days after travel and quarantine for a full 5 days.

We are encouraging employees to take vacation and time off if it is approved by the department. Travel plans should be disclosed to your supervisor when requesting vacation or time off and the possible need to quarantine will be a factor when supervisors are considering time off requests.

It is important during this critical time that we protect not only ourselves, but also understand the impact that our actions may have on other employees in the workplace. Additionally, if it is determined that an employee failed to observe [CDC travel quarantine recommendations](#) and then exposed other City employees, we will be considering disciplinary action.

Work related travel: Employees shall disclose their vaccination status when requesting to engage in work related travel. **Employees not fully vaccinated** requesting work related travel will be evaluated on case-by-case basis by the City Manager's Office.

7. Disaster Service Workers

California Government Code, Title 1, Division 4, Chapter 8, Sections 3100 et seq., requires all public employees to provide disaster service activities as may be assigned to them by their superiors or by law. In addition to state law, the San Jose Municipal Code, Chapter 8.08 provides that the City Manager, while in the role of Director of Emergency Services, has the authority to require emergency services of any City officer or employee.

Employees may be required to do the following:

- a) Work in assignments based on the needs of the work unit and/or the City that may require employees to serve at locations, times, and in conditions other than their normal work assignment and/or schedule;
- b) Work in assignments outside the general scope of their typical duties and responsibilities. Employees will never be asked to perform any duty or function they are physically unable or unqualified to do; and
- c) Work for a supervisor, division, or department different from their normal work assignment.

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Additional information is available in the City's [Disaster Service Workers Policy](#). All employees are to familiarize themselves with their responsibilities as described therein.

8. Compensation and Leave

In accordance with CalOSHA's concept of "exclusion pay," City paid administrative leave will only be provided to employees who are required to quarantine due to a work-related exposure and are unable to work remotely. Employees must utilize their own sick leave, but will not be required to reduce their sick leave balance below 48 hours, before being eligible for City paid administrative leave.

Employees who are required to quarantine due to a non-work-related exposure and/or are experiencing COVID-19 symptoms and are unable to work remotely, may use their accrued leave balances, including sick leave.

Employees who are unable to work for any other reason must request a [Leave of Absence](#).

9. Maintaining a Respectful Workplace

A person's risk for COVID-19 and vaccination status depend on a variety of factors. City employees must adhere to the City's [Discrimination and Harassment Policy](#) and the [City's Code of Ethics Policy](#), and shall treat all colleagues and members of the public with courtesy and respect. Discrimination and/or harassment of any kind will not be tolerated.

10. Recognizing the Signs and Symptoms of COVID-19

Like the flu and the common cold, COVID-19 is a respiratory illness. Typical symptoms include, but are not limited to: a fever, cough, difficulty breathing, muscle pain, new loss of taste or smell, and/or sore throat. A list of COVID-19 related symptoms can be found on the Center for Disease (CDC) [website](#). Symptoms can range from very mild to severe depending on the individual and other factors.

ADDITIONAL RESOURCES**1. Employee Assistance Program**

Situations such as this can cause a variety of emotions. The [Employee Assistance Program](#) was established to offer free, confidential counseling and professional assistance to benefited employees and their eligible dependents.

2. Workers' Compensation

If an employee tests positive for COVID-19 and believes they have contracted the virus while at work performing their usual and customary job duties, then the employee should file a claim for Workers' Compensation benefits. Any such employee should report the claim immediately to their departmental supervisor and Workers' Compensation Liaison who will provide the employee with a Workers' Compensation Claim [Form DWC-1](#).

Please note that claims may be investigated for up to 90 days to determine work-relatedness. Any questions concerning Workers' Compensation benefits should be directed to the Health and Safety Division within the Human Resources Department.

COVID-19 Guidance**1.3.9****3. External Resources**a) Santa Clara County

- [Public Health Office](#)
- [COVID-19 Information](#)

b) Center for Disease Control

- [Centers for Disease Control and Prevention Website](#)
- [Protect Yourself- Guidance for Unvaccinated People](#)
- [How to Protect Yourself and Other- Guidance for Fully Vaccinated People](#)

c) World Health Organization

- [Coping with Stress](#)
- [Helping Children Cope with Stress](#)

Approved:

/s/ Jennifer Schembri
Director of Employee Relations
Director of Human Resources

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Date

Approved for posting:

/s/ Jennifer Maguire
City Manager

February 17, 2022
Date